

# Personnel Policy Bulletin

Number: 95-2

City of Lincoln

Date: October, 1995

| Reference:   | Title:                   |
|--|--------------------------|
| Lincoln Municipal Code 2.76.235, 2.76.245,<br>2.76.265, 2.76.270 2.76.280<br><br>Supercedes 91-4 | Promotional Examinations |

In accordance with sections of the Lincoln Municipal Code pertaining to competitive promotional examinations, the following policy and practice shall be followed:

A promotional examination is established when recruitment is limited to City employees only.

Each competitive promotional examination must be approved by the Personnel Director, or his designate, for the appropriateness of the questions, the method of evaluation, the objectivity and relationship to the qualities sought to be measured, and the nature of the work and job description involved.

An examination may be assembled or unassembled, and may include oral, physical or performance tests or any combination of these. They may also take into consideration such factors as education, experience, aptitude, knowledge, character, personality, physical fitness as determined by physical and/or medical examinations or any qualifications or attributes which in the judgment of the director enter into the relative fitness of the applicants. In addition to other factors promotional examinations shall take into consideration the quality and length of service where records are available to provide the basis for such rating.

Seniority will be used as a tie-breaker or factored in 1/2 one point for each year of City service to a maximum of 10 points as part of the total score. The method must be indicated on the promotional examination.

Past performance shall be considered where such records are available. Because different bargaining units have different point scales on the rating form, establish the point system based on the rating categories Outstanding, Commendable, Satisfactory, Conditional and Unsatisfactory. The maximum point value should be weighted in proportion to the total number of points available (approximately 20% of 25 point increments). If the applicants work in another department, contact the Employment Office to obtain the last rating score.

## Maximum points possible on the "Promotional Exam Release Form" before considering performance/score

|  | <u>1-25</u> | <u>25-50</u> | <u>51-75</u> | <u>76-100</u> | <u>101-125</u> | <u>126-150</u> | <u>151-175</u> |
|--|-------------|--------------|--------------|---------------|----------------|----------------|----------------|
| <u>Performance Evaluation</u><br><u>Categories/ave. # points</u> |             |              |              |               |                |                |                |
| Outstanding (5)  | 5           | 10           | 15           | 20            | 25             | 30             | 35             |
| Commendable (4)  | 4           | 8            | 12           | 16            | 20             | 24             | 28             |
| Satisfactory (3)   | 3           | 6            | 9            | 12            | 15             | 18             | 21             |
| Conditional (2)  | 2           | 4            | 6            | 8             | 10             | 12             | 14             |
| Unsatisfactory (1)   | 1           | 2            | 3            | 4             | 5              | 6              | 7              |

| Reference:   | Title:                   |
|--|--------------------------|
| Lincoln Municipal Code 2.76.235, 2.76.245,<br>2.76.265, 2.76.270 2.76.280<br><br>Supercedes 91-4 | Promotional Examinations |

To determine the overall category, divide the total rating points from the last performance rating by the total number of priority points. Round the number to the nearest whole number. Compare that number to the average category number in parentheses on the table. Select the appropriate scores from the column which indicates the maximum number of points available for considering performance.

Where such records are not available, for example with a probationary employee, the interviewing official will make a judgment based upon a reference check from a previous employer. If information on performance is not available, performance will be assumed to be "Satisfactory".

The interviewing official should develop the rating criteria, weighting factors, the nature of the competitive process and examination questions, and submit them to the Personnel Director or his designate for approval.

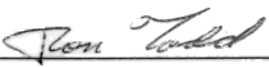
In all instances applicants will participate in a standardized process. For example, in the interview, the same physical setting, the same interviewer(s) and a structured job related interview will be used. The promotional process will not discriminate on the basis of race, color, or religion, sex, national origin, disability or age.

### Structured interview guidelines.

1. Questions must be job related.
2. Weighting factors for the question should have a direct relationship to the level of importance to the job to be performed.
3. Criteria for grading should be developed specifying the desired or anchor response(s) along with points to be earned for each response.
4. The interviewer should take adequate notes in order to document the interview and have information for future reference.
5. When multiple interviewers are used, the scores must be averaged.

If a process for a specific classification has been previously approved, the interviewing official should note the date approved on the requisition form and will not need additional approval. However, if changes are required for any reason, the process must be resubmitted to the Personnel Director, or his designate, for approval.

Approval of a promotional selection process will be made in writing.

  
\_\_\_\_\_  
Ron Todd  
Personnel Administrator

Oct 17, 1995  
\_\_\_\_\_  
Date

# PROMOTIONAL EXAMINATION RELEASE FORM

CLASSIFICATION/TITLE: \_\_\_\_\_ REQUISITION NO. \_\_\_\_\_

TYPE OF PROMOTIONAL EXAMINATION (circle all that apply):

Date Approved

**INTERVIEW WRITTEN TEST PRACTICAL TEST EXAM ALREADY ON FILE:** \_\_\_\_\_

(this option indicates that a promotional exam has been approved earlier for this classification and that you elect to use it making no changes to the exam)

In using the promotional examination for assigning scoring points to applicants, I understand the following:

1. The promotional exam or interview is based on the knowledges, skills, and abilities deemed necessary to perform the job duties. Each question has an identified correct answer or a range of responses and each response has an identified score. (i.e., 5-3-1 or 2 pts./correct response)
2. The higher or cumulatively higher scores for the promotional exam indicates a greater chance that an applicant will possess the knowledges, skills, and abilities necessary at entry into the position and will perform better on the job.
3. Higher scores will not be given to those applicants who possess qualifications beyond the scope of the desirable qualifications as stated in the classification description. For example, the desirable qualifications for a classification indicates an Associate degree. An applicant may not be given a higher score for a Bachelor's degree as opposed to an applicant with an Associate's degree.
4. Past performance shall be considered where such records are available. Because different bargaining units have different point scales on the rating form, establish the point system based on the rating categories Outstanding, Commendable, Satisfactory, Conditional and Unsatisfactory. The maximum point value should be weighted in proportion to the total number of points available (approximately 20% of 25 point increments). If the applicants work in another department, contact the Employment Office to obtain the last rating score.

| Maximum points possible on the "Promotional Exam Release Form"<br>before considering performance/score |      |       |       |        |         |         |         |
|--|------|-------|-------|--------|---------|---------|---------|
|  | 1-25 | 25-50 | 51-75 | 76-100 | 101-125 | 126-150 | 151-175 |
| Performance Evaluation<br>Categories/ave. # points   |      |       |       |        |         |         |         |
| Outstanding (5)  | 5    | 10    | 15    | 20     | 25      | 30      | 35      |
| Commendable (4)  | 4    | 8     | 12    | 16     | 20      | 24      | 28      |
| Satisfactory (3)   | 3    | 6     | 9     | 12     | 15      | 18      | 21      |
| Conditional (2)  | 2    | 4     | 6     | 8      | 10      | 12      | 14      |
| Unsatisfactory (1)   | 1    | 2     | 3     | 4      | 5       | 6       | 7       |

To determine the overall category, divide the total rating points from the last performance rating by the total number of priority points. Round the number to the nearest whole number. Compare that number to the average category number in parentheses on the table. Select the appropriate scores from the column which indicates the maximum number of points available for considering performance.

Where such records are not available, for example with a probationary employee, the interviewing official will make a judgment based upon a reference check from a previous employer. If information on performance is not available, performance will be assumed to be "Satisfactory".

5. Seniority will be used as a tie-breaker or factored in 1/2 one point for each year of City service to a maximum of 10 points as part of the total score. The method must be indicated on the promotional examination.
6. The promotional examination is intended to ensure equal and objective treatment in ranking applicants at this stage of the hiring process. To do this:
  - A. The promotional exam must be used for all applicants who appear on the certificate of eligibles sheet.
  - B. The promotional exam must be used consistently so that the same procedures and interpretations are used for all applicants.
  - C. The content of the promotional exam should not be made known to any applicant before they are interviewed unless it is made known to all applicants.
  - D. No particular score derived from this promotional exam can be used as an absolute cut off point below which point no applicant will be considered, unless a cut off point is separately established as a bonafide occupational qualification or a minimum qualification on the classification description.

No score on this examination can be refused or denied on the grounds that an applicant does not meet the minimum qualifications of the classification.
7. No changes will be made to the promotional exam without first sending a copy of the proposed changes to the Personnel Department for approval.
8. The scores derived by following the procedures set out in the promotional examination are useful only for comparing applicants on the defined dimensions. No conclusions should be drawn from these scores beyond the fact that a higher score is believed to indicate a better chance that an applicant will possess the chosen knowledges, skills, and abilities needed at entry and will perform better on the job. The scores themselves are based on individual or group judgment and have no other meaning and should not be used outside the context of the promotional examination.

CLASSIFICATION/TITLE: \_\_\_\_\_ REQUISITION NO. \_\_\_\_\_

### PROMOTIONAL EXAM SYNOPSIS

Fill in all applicable data below.

|                               | # of Questions | Total Points Possible |
|-------------------------------|----------------|-----------------------|
| Interview                     |                |                       |
| Written Test                  |                |                       |
| Practical Test                |                |                       |
| Seniority<br>(if factored in) | N/A            |                       |
| Other                         |                |                       |
| Sub Total                     | N/A            |                       |
| Past Performance              | N/A            |                       |
| <b>GRAND TOTAL</b>            |                |                       |

Seniority will be used as a (circle one):

- 1) tie-breaker                      2) factored in 1/2 point per full year of service to a maximum of 10 points, noted above.

I further understand that any use of the promotional examination that is not in accordance with the above statements is done without the knowledge or consent of the Personnel Department.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

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Employment Use Only

Approved by: \_\_\_\_\_ Date \_\_\_\_\_